BOSTON ‡ NETWORK
The Global Knowledge Network

Course:

Microsoft PowerPoint 2016: Advanced

Course Details
Duration: 1.00 Day

Summary
Meetings, instruction, training, pitches; these are all a part of our daily lives. We are often called upon to deliver presentations with little notice, at multiple venues, and with varying requirements. And, some of these presentations include sensitive information that needs to be guarded. Given all the variables, it may seem an overwhelming task to deliver your content, on time, to all audiences, and to only those who need to see it. Oh, and by the way, you need to make it interesting, informative, and memorable. So, how do you do it? Without the help of a robust set of tools, it would be nearly impossible. But Microsoft® Office PowerPoint® 2016 provides you with a variety of such tools that can help you deliver content in nearly any situation, while saving time and effort. By taking advantage of these tools, you will be creating presentations that not only stand out from the crowd, but also don't consume all of your available time.

You can also use the course to prepare for the Microsoft Office Specialist (MOS) Certification exam for Microsoft PowerPoint 2016.

Upon completing this course, you will be able to customize the PowerPoint 2016 application, and effectively create, collaborate on, secure, and distribute complex multimedia presentations for a variety of situations.

You will:
- Modify the PowerPoint environment.
- Customize design templates.
- Add SmartArt and math equations to a presentation.
- Work with media and animations.
- Collaborate on a presentation.
- Customize a slide show.
- Secure and distribute a presentation.

Introduction

This course is intended for students who have a foundational working knowledge of PowerPoint 2016, who wish to take advantage of the application's higher-level usability, security, collaboration, and distribution functionality.

Prerequisites

To ensure success, students should have experience using PowerPoint 2016, running within the Windows® 10 operating system, to create, edit, and deliver multimedia presentations.

Outline

Lesson 1: Modifying the PowerPoint Environment

       Topic A: Customize the User Interface

       Topic B: Set PowerPoint 2016 Options

Lesson 2: Customizing Design Templates

       Topic A: Modify Slide Masters and Slide Layouts

       Topic B: Add Headers and Footers

       Topic C: Modify the Notes Master and the Handout Master

Lesson 3: Adding SmartArt and Math Equations to a Presentation

       Topic A: Create SmartArt

       Topic B: Modify SmartArt

       Topic C: Write Math Equations

Lesson 4: Working with Media and Animations

       Topic A: Add Audio to a Presentation

       Topic B: Add Video to a Presentation

       Topic C: Customize Animations and Transitions

Lesson 5: Collaborating on a Presentation

       Topic A: Review a Presentation

       Topic B: Store and Share Presentations on the Web

Lesson 6: Customizing a Slide Show

       Topic A: Annotate a Presentation

       Topic B: Set Up a Slide Show

       Topic C: Create a Custom Slide Show

       Topic D: Add Hyperlinks and Action Buttons

       Topic E: Record a Presentation

Lesson 7: Securing and Distributing a Presentation

      Topic A: Secure a Presentation

      Topic B: Broadcast a Slide Show

      Topic C: Create a Video or a CD